



Lamar University – M.Ed. in Educational Technology Leadership

Field-based Activities Monthly Report: Log

Instructions: Enter the total number of internship hours that you had worked at the start of the month in the upper right cell. Remember that you must log a **minimum of 100 hours** of field-based experience. For each month, enter a brief description of your internship activities for that week in the top row. Enter the ISTE Technology Facilitation standard(s) and Indicator in the second row. Use the third row for each week to report meetings and communications that you had with your site mentor. (Meetings with parents, administrators and/or coworkers that are related to your project work should be noted in the activities row for the day.) Enter the hours you worked for each week at the end of the row. Total the month's hours, then enter the total number of internship hours that you have worked as of the end of the month. There needs to be a minimum of 33 Campus- or District Supervised Activities that encompasses the 33 ISTE Technology Performance Indicators and eight Technology Facilitation Standards.

Date: <u>December 2011</u> month:		Total Internship hours at the start of the	1000.75
Week	Functions	Description	Hrs
1	Week's Activities	E-RATE quote procurement working to setup interviews in January; Wireless Tower negotiations for increased bandwidth for the community and school. Attended a Region III grant/ERATE/Legal workshop and continued website work. Sound issues resolved for Christmas Play.	16
	Standard/Indicator	TF-VII.B.7, TF.VIII.A.1, TF-V.III.B & B.1, TF-VIII.C & C.I, Most aspects of TF-VII.D.(1-7) & TF-VII.C. Principal Competencies:	
	Communication with Mentor	Phone system requirements; tower issues; discussions revealed need for load bearing test on tower; additional telecommunications services needed.	
2	Week's Activities	ERATE Proposal questions updated RFP; repaired cat 5 Port for coaches office; PEIMS/PET submission issues again; updated all servers; Interviewed two telephone system vendors; Web site work continued.	40
	Standard/Indicator	TF.VIII.A.1, TF-V.III.B & B.1-3, TF-VIII.C & C.I, Most aspects of TF-VII.D.(1-7) Principal Competencies:	
	Communication with Mentor	Discussion about phone system , needs to be up even when power isn't; on when network down; tower.	
3	Week's Activities	Phone system, AT& T discussions and pricing, James Teleco interview set up for January; Website.	36
	Standard/Indicator	TF.VIII.A.1, TF-V.III.B & B.1, TF-VIII.C & C.I, Most aspects of TF-VII.D.(1-7) Principal Competencies:	
	Communication with Mentor	Phone system interviews, features she(Superintendent likes/dislikes)	
4	Week's Activities		0
	Standard/Indicator		
	Communication with Mentor		

5	Week's Activities		0
	Standard/Indicator		
	Communication with Mentor		
Hours worked this month:			92
Total Internship hours to date including this month:			1092.75

There were basically two weeks to get a lot done on the E-RATE telephone system quote procurement. The 470 was created based upon last year's sample with the inclusion of additional T-1 Pri service needed for caller ID to user desktops and the possibility of a priority 1 type phone system that would qualify for E-RATE funding. I fielded vendor calls and inquiries, and sent email communications to vendors with the telephone system requirements, current plant maps, quote submissions guidelines, deadlines, and walkthrough timelines. It was a very busy two weeks. During this time, I also continued to work on the website and with our ISP to get the load bearing test for the tower setup. The Region 3 workshop was very timely in that I received valuable information concerning conducting a proper bid process, contracts for E-RATE, etc. It was a busy, but productive month.